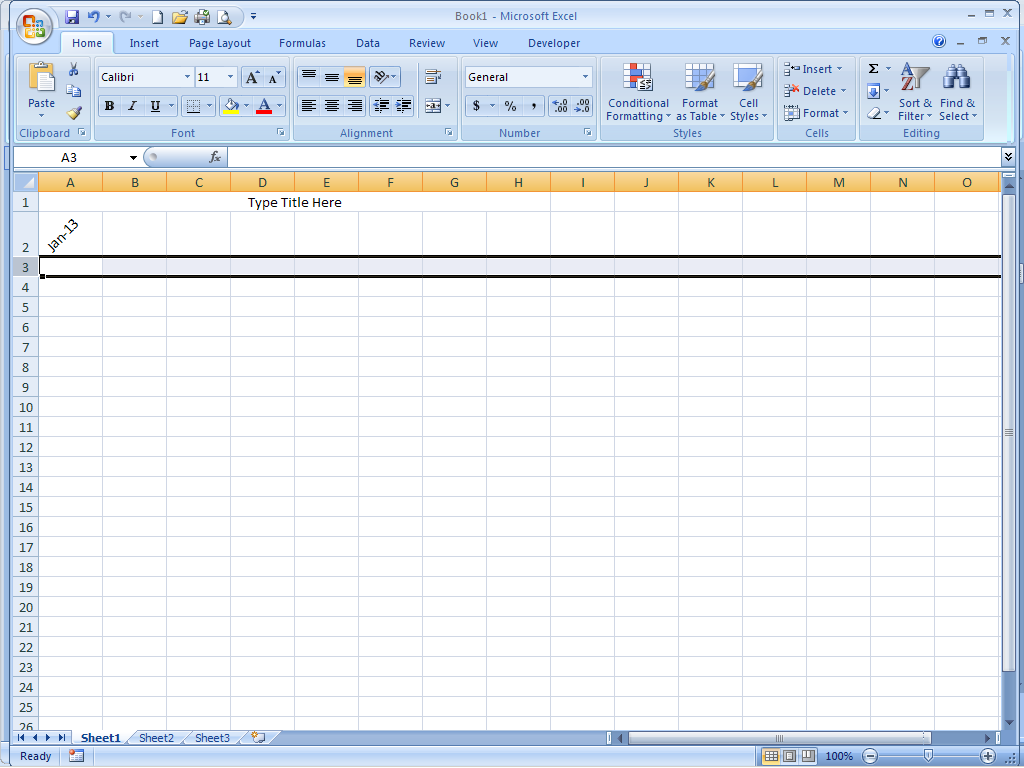
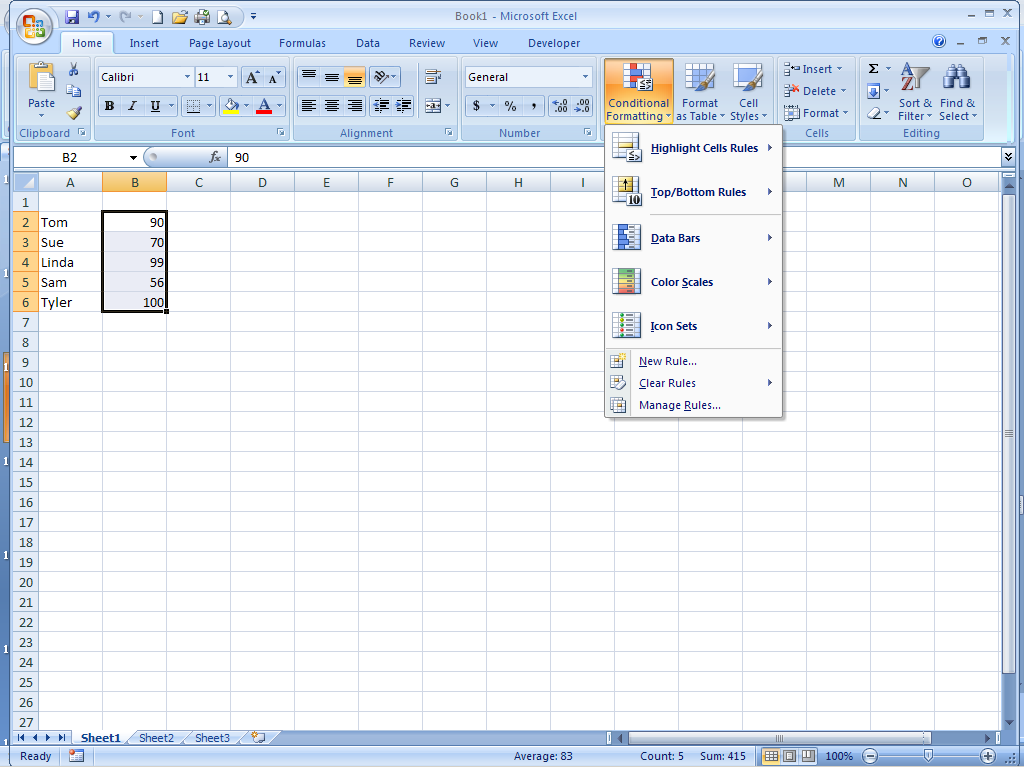
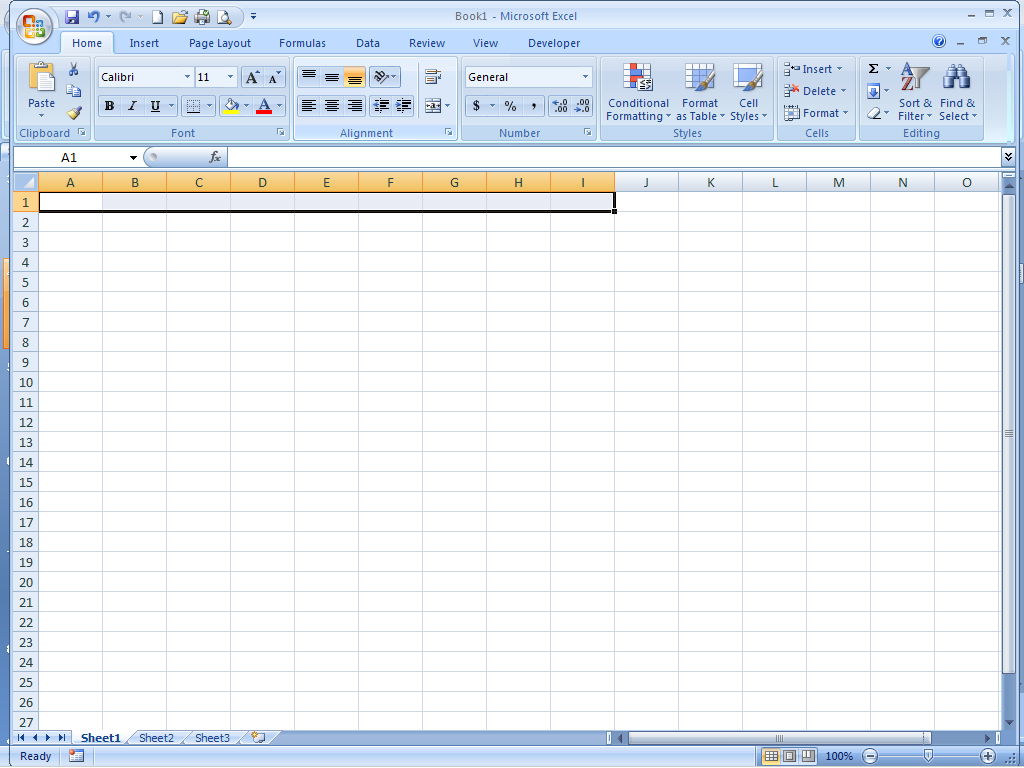
**Excel Spreadsheet**

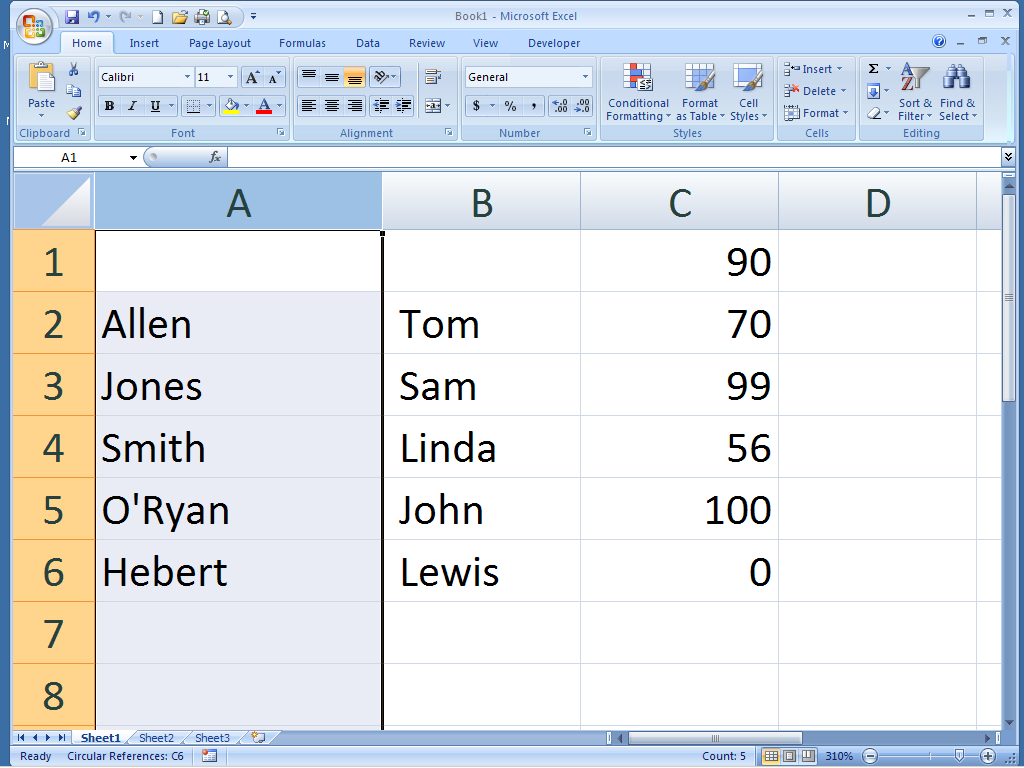
**Formatting:**

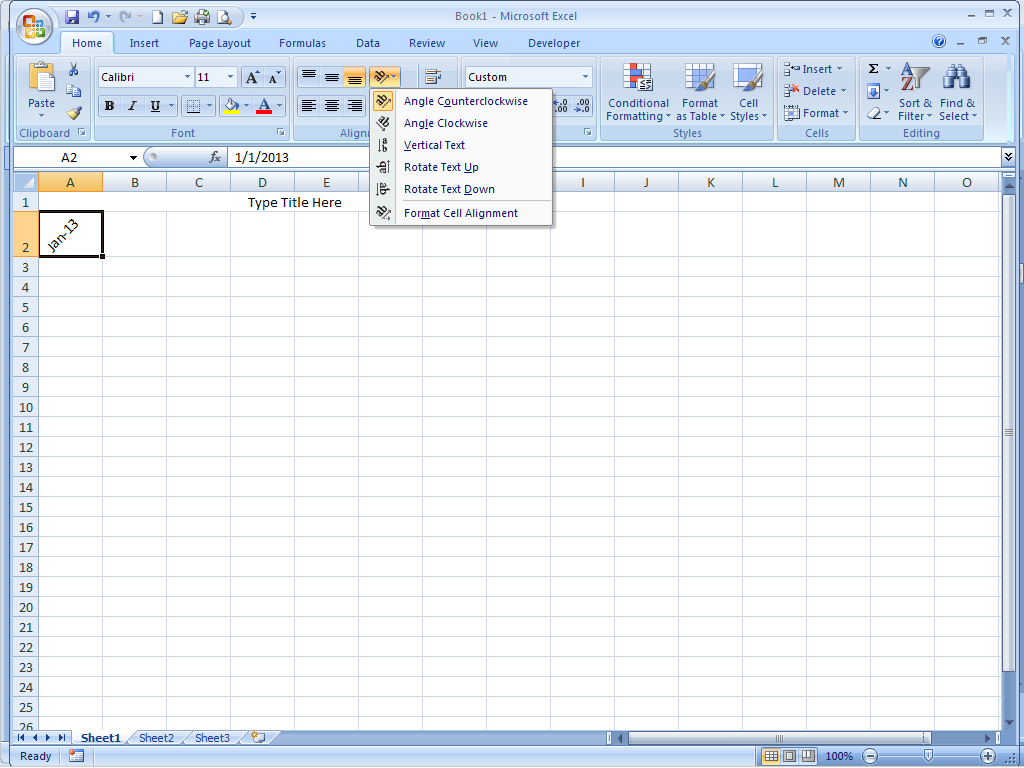
If formatting a row, click the vertical number to the left. If formatting a column click, horizontal letters at the top.

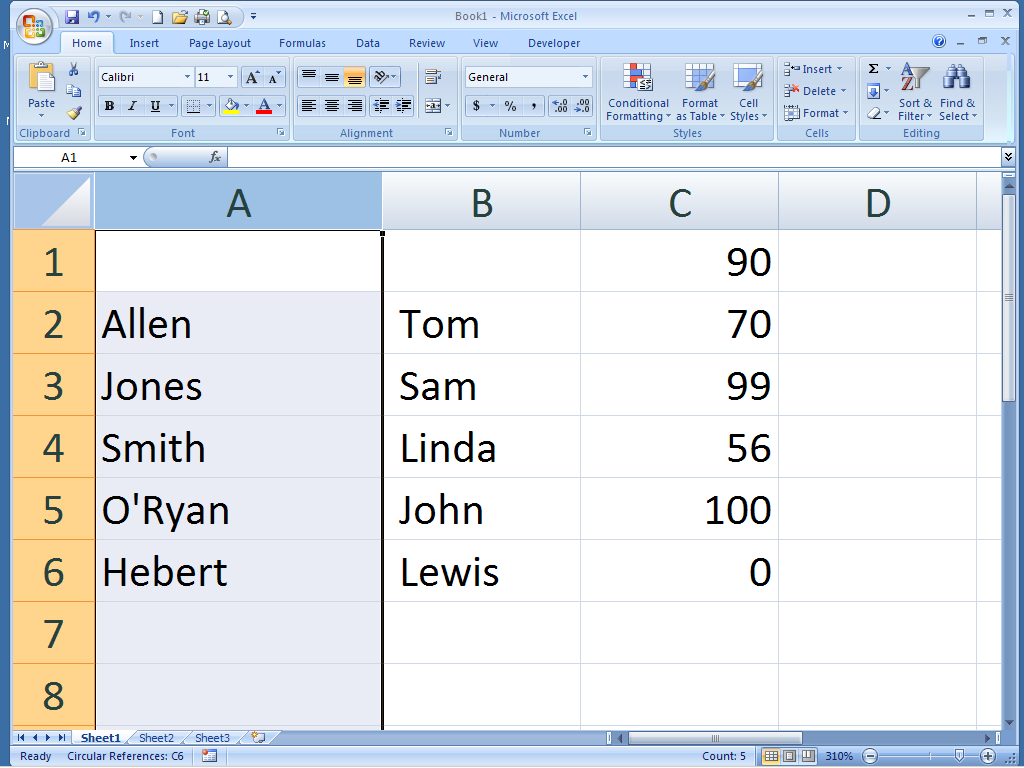


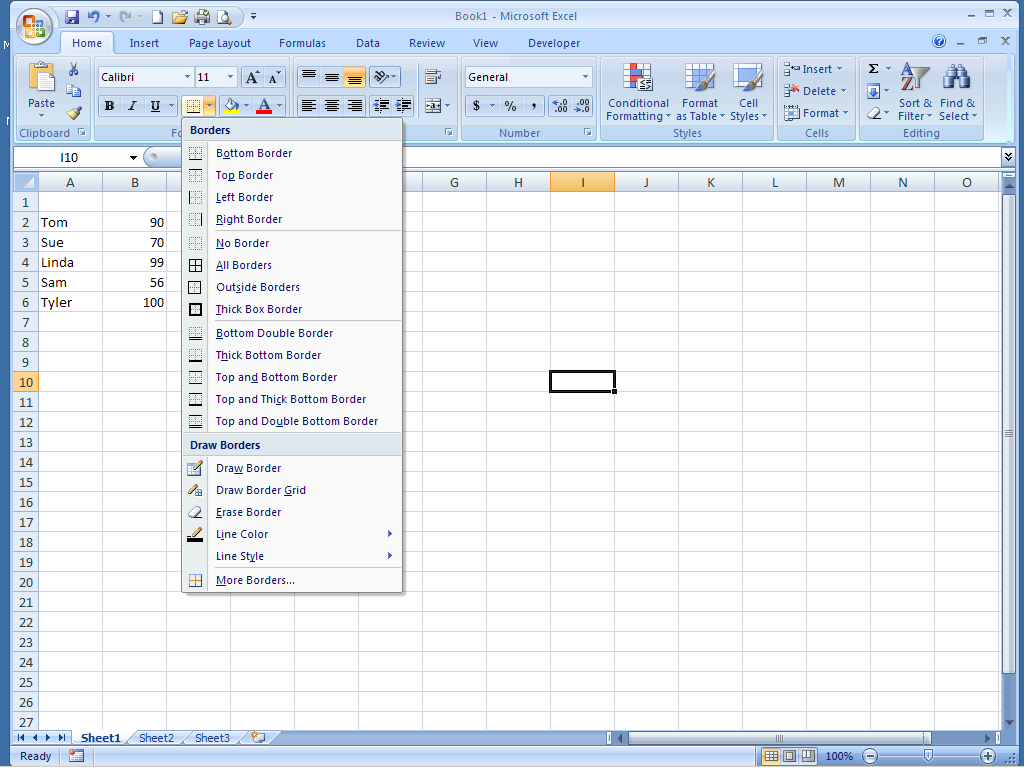
To add a title, highlight the cells and click the Merge and Center icon 



To align a cell, click the Orientation icon 

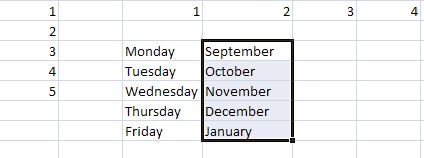


To add a border, click the Border icon 



Can drag across or down.

**Auto Fill**

****

Fill Handle

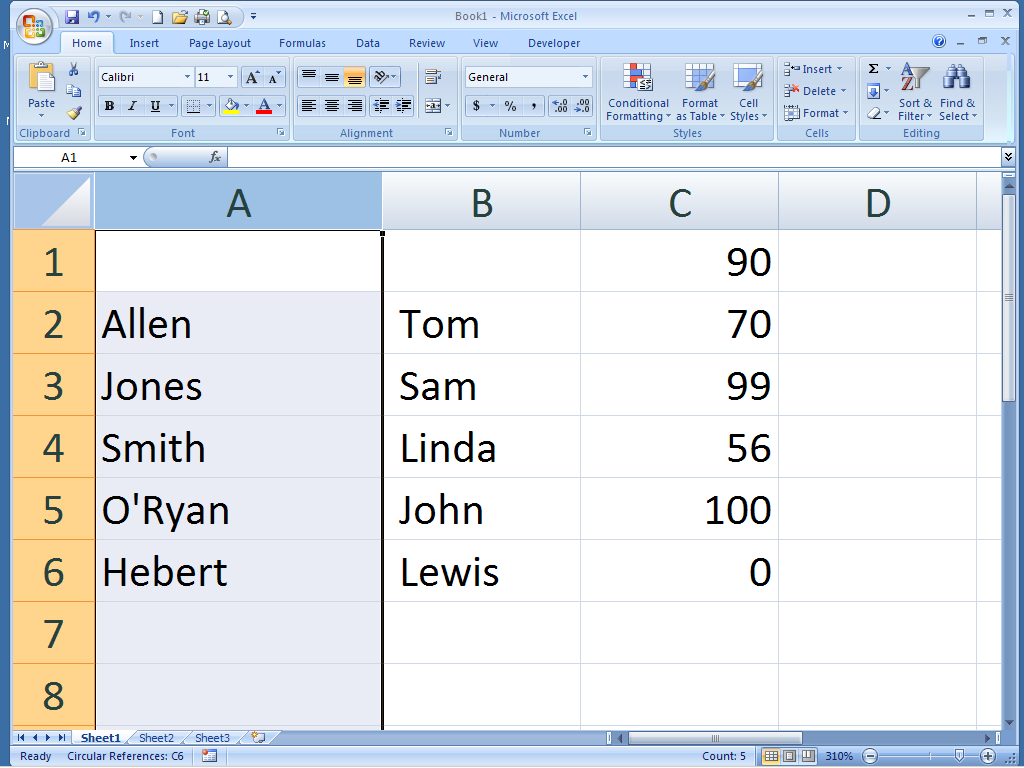
Wingdings2

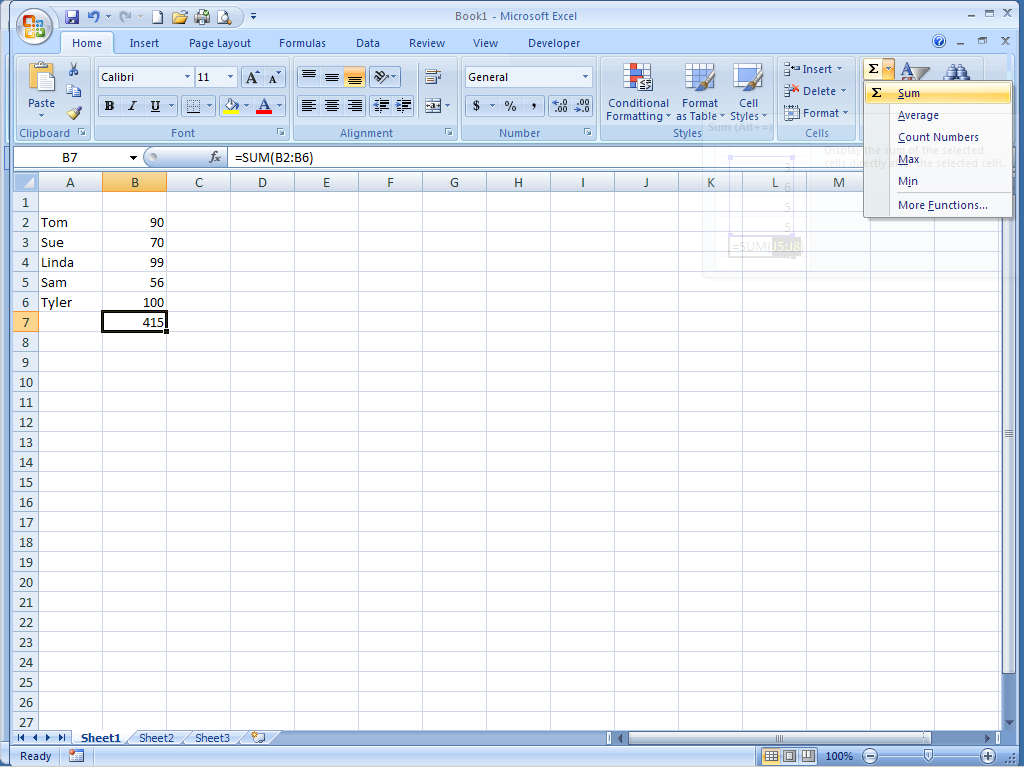
P becomes 

Q becomes 

R becomes 

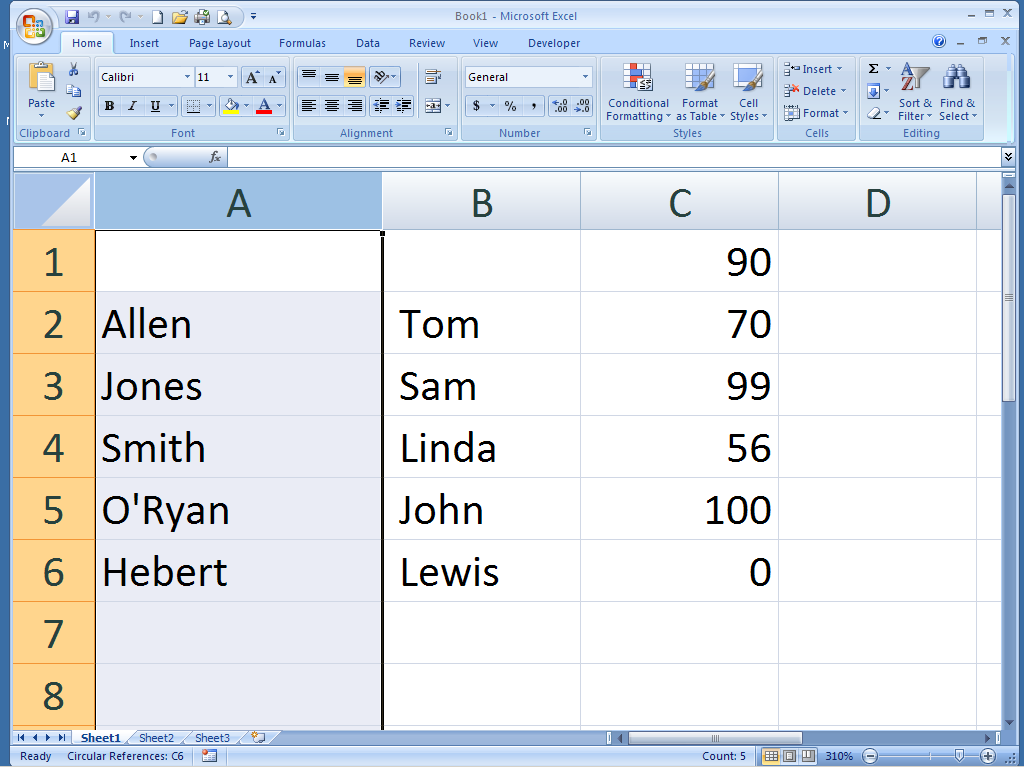
**Using Formulas:**

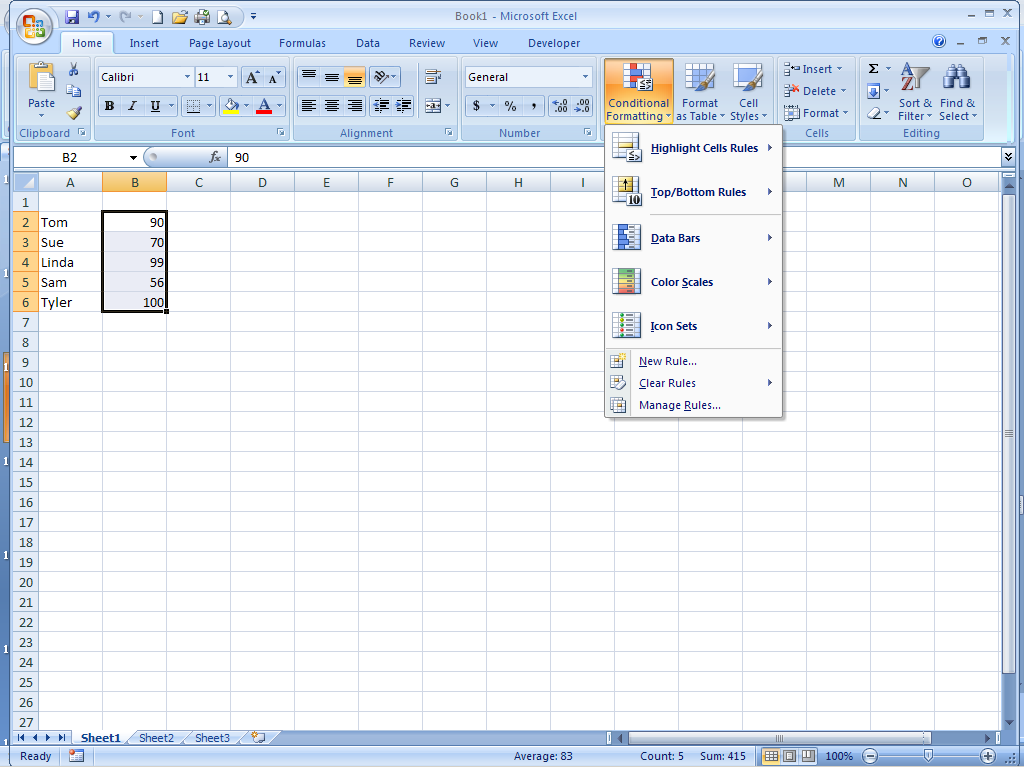
First highlight the numbers. Secondly, click the sigma symbol . Choose from the listed functions. The answer will appear below the last number.



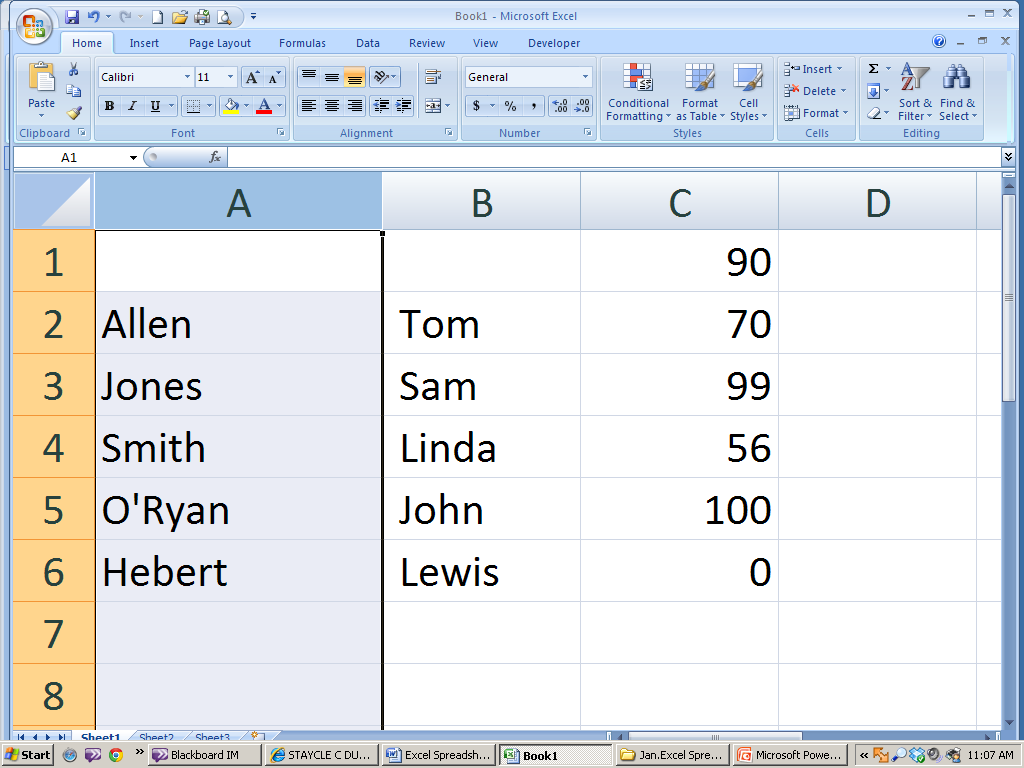
The sum of the numbers

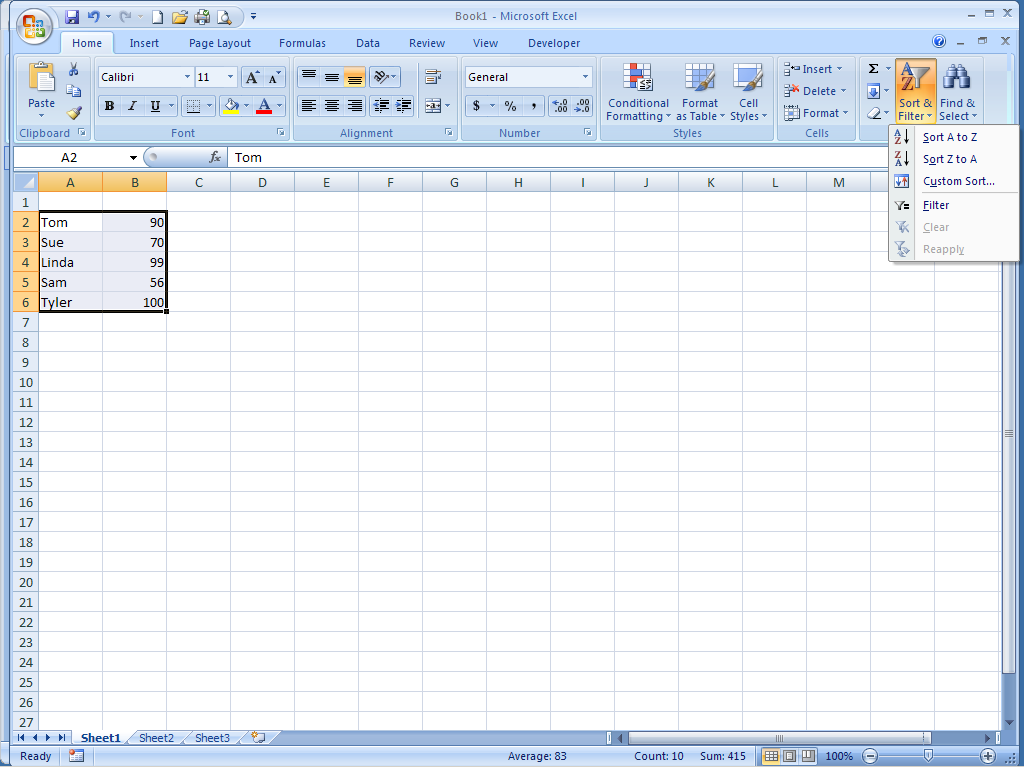
**Conditioning Formatting**

Highlight the cells that you want to format. Click The Conditional Formatting icon. 



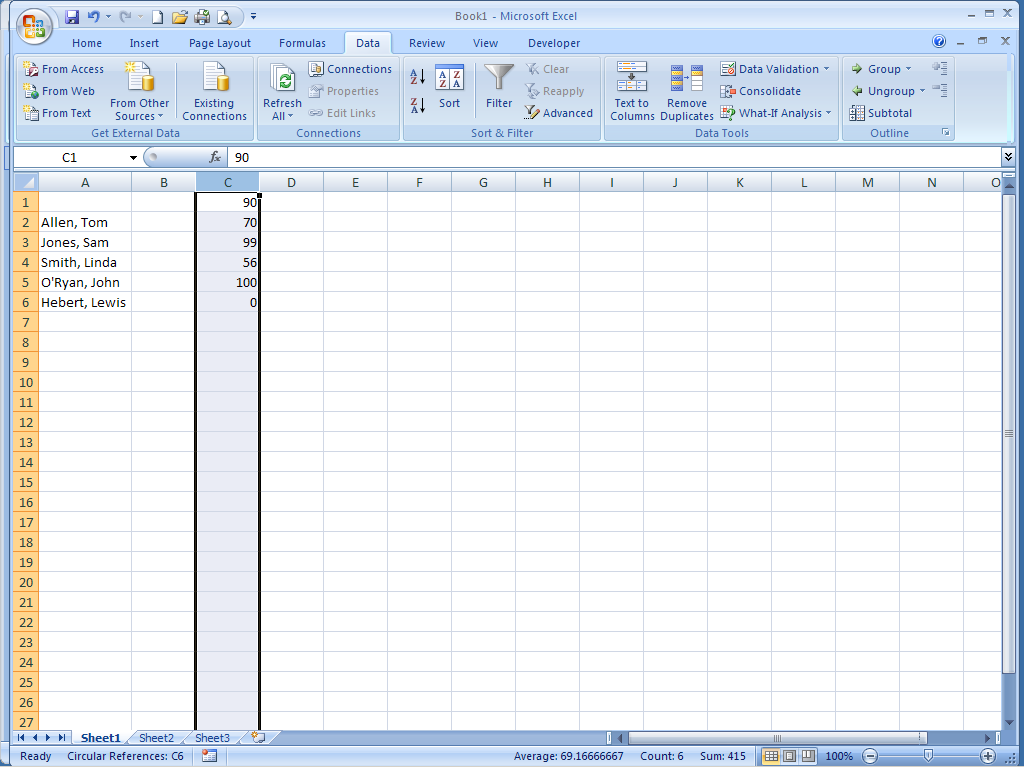
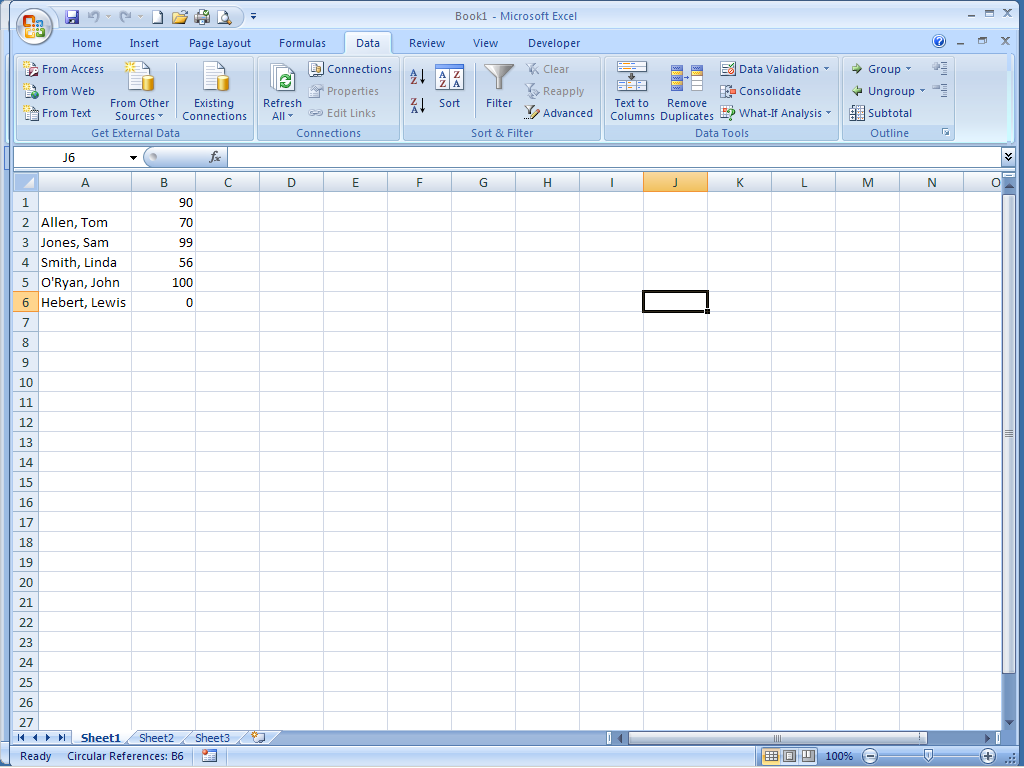
**Sort and Filter**

Highlight the cells. Click Sort and Filer.  Sort alphabetizes the words. Filter lets you select the data that you want to view.



**Separating First and Last Names**

First make sure there is an empty column next to the names. Highlight the column. Right Click and cut. Paste in the next column.



Highlight the column. Click Text to Columns from the Data Tab. 